

**EXPANDED STAFF MEETING
OCTOBER 20, 2005**

I. ANNOUNCEMENTS

A. SERVICE AWARDS—MICHAEL P. JUDGE

Mr. Judge presented Winston Peters, Acting Assistant Public Defender with his 20 year service pin.

Mr. Judge presented Marvin Isaacson, Head Deputy and Charles Cervantes Head Deputy were presented their 30 year service award pen and pencil sets. Diane Parris, Management Secretary as well as Gareth Kim, Lt. Investigator received clocks for 35 years of service.

There were additional envelopes containing service pins which Mr. Kalunian requested the head deputies pick up and distribute at their respective branches.

**B. CENTURY CITY BAR ASSOCIATION CRIMINAL AWARDS DINNER
MICHAEL P. JUDGE**

Mr. Judge reminded everyone that next week the Century City Bar Criminal Justice Awards dinner will be held and they are honoring Patricia Mulligan and Jill Thomas as being Public Defenders of the Year at the Beverly Hills Meridian Hotel. Other individuals being given awards are Curt Livesay for the Lifetime Achievement from the District Attorneys Office, Judge David Wesley, Charles Lindner Defense Counsel, and DDA Michael Camacho. Mr. Judge would like to have a good turnout for the honorees from our office.

C. MAPP DEADLINES—ROBERT E. KALUNIAN

Mr. Kalunian reminded all administrators of the deadline for the 2005/06 MAPP Plans is today. Also a reminder to raters that 2004/2005 ratings are due today.

D. ADMINISTRATIVE MATTERS—ROSIE MALOOF

Ms. Maloof indicated that she'd been asked to extend temporary employees beyond the 90 day limit. She indicated that this is a problem as it goes against the intent of the temporary employee contract and that the unions take issue with this when they see the reports. We need to abide by the 90 day limit and any extension will be allowed only for very compelling reasons; such as an employee who is on a medical leave which gets extended unexpectedly.

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If a temporary employee is working against an actual vacant position, every effort has to be made to fill the vacancy with a permanent employee. We have explained to the union that we are having a real problem getting lists and a pool of candidates to interview for these jobs. We do not limit our search to LOSA lists but are actively trying to use other lists, such as ITC and Sr. Typist Clerks and will develop these employees to take on legal secretarial duties.

Ms. Maloof asked that managers with real vacancies work with HR to fill those vacancies and that they should contact Clyde Juloya (appropriate forms were passed out). The department's hiring may be used for both temp hires as well as permanent hires. Ms. Maloof said that if the form was being used to initiate hiring a permanent employee and also requesting a temp. for the time being, it was important to send the original to HR and a copy to Lupe Garcia so that neither transaction would be held up.

Ms. Maloof indicated everyone should have received the memo and form for your budget requests and they are due November 9. Ms. Maloof will be happy to answer any questions you may have as far as what you are requesting, etc.

Ms. Maloof also discussed Shared Services and indicated we are trying to work with Shared Services to improve the processes and provide needed services. Additionally, Ms. Maloof doesn't want us to be at fault either, so Ms. Maloof wants to be sure we are getting them everything they need to get in order to pay our bills on time. Ms. Maloof reiterated the information in the October 4, 2005 an e-mail that was sent to all managers, all management secretaries and all head secretaries and passed out a copy of that information, indicating we need to make sure that we got those invoice sheets and return them to Shared Services in a timely manner using the correct mailing labels and fax numbers. When bills don't get paid, such as Fed Ex, our account is cut off. Shared Services is contacting the offices directly so you really need to cooperate with them, especially when time is of the essence (for example: Fed Ex Air bills, Clerical Contract Time Sheets, Packing Slips, Invoices and Expense Claims).

Ms. Maloof reminded everyone that mileage reimbursement has been increased to 45 cents per mile.

Janet Yarbrough talked about Records and Archives and indicated we have gotten most of the reports. The project is progressing and doing well. There were 87 units that have to report and out of those 87 we have received 71 inventory reports and 53 retention schedules and we are working through those. The inventory shows everything that are in our records. The retention schedules show those same records but it shows a retention time line to it. We are still reviewing all of the reports that came in and looking at them. Even if you have turned in your inventory you may still receive a telephone call from Ms. Yarbrough or Ms. Mammenga asking for clarification. We are standardizing also certain things, certain forms such as Expert Witness forms versus Expert Witness Logs, etc. Perhaps Head Deputy files were not included in the inventory or there may be people on committees and minutes may not have been included. If this is the case where you know it hasn't been included, we would appreciate an update. Along those same lines, for those of you who submitted the reports by the office deadline and then you realized that maybe you should have done something differently or maybe this could have been clarified, then please do revise.

II. DNA UNIT--JOHN VACCA

Mr. Vacca indicated that the survey requesting DNA cases in the office came back with 110 cases currently pending in which DNA appears to be an issue and that number is growing almost on a daily basis and will certainly grow much greater once the crime lab is in full swing. As a result of that the office formed a DNA unit. It is currently comprised of six lawyers, all of whom volunteered and were selected on the basis of their credentials and felony trial experience as well as their geographic location.

The lawyers are out of San Fernando: Brad Siegel, Airport: Sam Leonard, Compton: Patricia Davis, Pomona: Leslie Gordon, and two from CSF: Paul Golub and Leslie Stearns. All of these lawyers have been notified of the fact that they are in the DNA unit and the Head Deputies that supervise them also received a copy of that notification. What we anticipate is that probably in early January if not before, these lawyers will commence taking cases throughout the county on a two fold basis.

One, they will take the cases for all intents and purposes, that is they will handle the case from start to finish. Two: They will act as advisory counsel, a resource person, or 2nd chair call it what you will, but the lawyer who has the case will keep it. We are in the process of preparing protocol which will explain the various factors that will be utilized to determine which cases will go to the DNA unit and in which cases they will simply provide assistance. Head Deputy Mark

Windham will be the coordinator of the DNA project. He will review the case so he can decide whether it's a case for the unit to handle or it's a case that we are going to give back to you to assign to one of your lawyers. All of this is a work in progress and certainly if you have any input or any suggestions as to how we can streamline this process we will be more than happy to get that. At the moment, what we envision is that you will fax a copy of the arrest report as soon as you get it, presumably the same day as arraignment to Mr. Windham. We need to get this information as quickly as we can set it so that Mr. Windham can decide if the case is going to one of the six lawyers.

These lawyers are going to receive intensive training. The training incidentally is open to any other lawyer in the department interested in coming. The first training session is November 16, 2005 and is going to take place at the CSF Criminal Justice Center in the library from 2 to 5:30 p.m. We anticipate having not only Mark Windham and Jennifer Friedman speak, but we have some outside expert speakers we have engaged to come in and speak to these lawyers.

Mr. Vacca asked that the head deputies who presently supervise the DNA unit lawyers start to examine their caseloads to see if they can reduce their caseload a little bit to allow them to start taking the DNA cases which are going to be complex in nature and very difficult, very time consuming cases. What Mr. Vacca found when he looked at the survey results is that most of these cases in which DNA was an issue, was either a murder case or multiple rape cases, child molestation cases or kidnap cases, very involved very difficult cases. So it is a situation where we have to have this unit, it is something that is a wave of the future. We will try to deal with as best we can the loss of experience out in trial courts. Mr. Vacca requested each manager to take copies of the DNA survey form to keep with them and replicate them. Check with your lawyers because there may be some cases that we have picked up since we did that survey (which was in July), or some other cases may have been identified that have DNA issues that we didn't know about then. Mr. Vacca would like that information returned to Mr. Windham as soon as you can. As new cases come in, if you are aware of the DNA issues, Mr. Vacca would like you to notify Mr. Windham so that he can start building an inventory and get some ideas as to what we are talking about in terms of the total number of cases that are going to be distributed.

III. CAL CRIM–ALBERT MENASTER

Mr. Menaster reported on the new plain English jury instructions (CALCRIM). Although they were supposed to be effective January 1, 2006, the actual court rule (855) says they are effective August 26, 2005. Mr. Menaster has attempted to get clarification, but the answer is still not clear. This means that we can try to offer the new CALCRIM right now.

The text of CALCRIM's are available (through a link on PDWeb), but it is hard to work with. The guide to CALCRIM says not to mix CALJIC and CALCRIM. While we are not bound by that guide, we are more likely to get the judge to give CALCRIM's if we hand in a full set. However, production of the core set of instructions given in every case is a huge project.

Mr. Menaster has the appellate groups in both APD and this office working in collaboration on this project. Mr. Menaster expects that in a few weeks, a full set of the core instructions (approximately 169 instructions) will be produced, in a form with headings usable to be submitted to a court, and with warnings for problems the appellate groups spotted.

IV. TRAINING

A. NEW FELONY LAWYERS–MARK WINDHAM

There are twelve lawyers new to felonies scheduled to receive their felony training on December 2 and 9 in the Hall of Records Appellate library. The training is all day on both days and lawyers who are on 9/80 will get a comp day for the training and reimbursement for their parking. The lawyers are from CSF: Angela Cheung, Laine Kontos and Michael Towne. Pasadena: Linda Powell, Van Nuys: Michael Many, Lancaster: Lyall Beggs, Ralf Jacobsen, Dennis Jones, Pomona: Elaine Mc Dermott, Long Beach: Joanne Mitchell, Compton: Lizandro Salas, Norwalk: Valentin Rada and Airport: Toral Malik. If you feel that someone could benefit from receiving this training, make that suggestion to Mr. Windham and they can be included as well.

B. MCLE–ALBERT MENASTER

Mr. Menaster gave a report on the decentralized training project. The first six weeks have gone very well, even better than expected. Every program happened as scheduled, and the programs were very well received. The branch trial staff appreciate not having to travel to

programs. Mr. Menaster thanked the head deputies who have followed through on the programs and made them a success.

Mr. Menaster explained that the next step is training in the area offices. Most of the area office training will be through the use of DVD's. Mr. Menaster asked the head deputies to check to ensure that each area office has a working DVD player, and if not, a request should be submitted. The head deputies should work with the DIC'S and select a consistent day and time each month for training, then pick a DVD each month. A list of available DVD programs were circulated. That list will be published in PDQ and updated periodically.

Mr. Menaster also suggested that a topic for December or January might be legal ethics. We have an excellent ethics handout. Mr. Menaster pointed out that this moderator gets quadruple actual time MCLE credits, for a one-hour program, that person gets a total of four hours of MCLE credit (the additional time is for preparation; but this is not self study, these are participatory credits).

V. STATISTICS--STANLEY SHIMOTSU

Mr. Shimotsu indicated Laura Green, Lon Sarnoff, Roger Stanton and he are on the Statistical Committee. If you have any questions or comments regarding statistics, the committee welcomes them. The committee is meeting on Monday at CSF and will talk about stats. You can e-mail Mr. Shimotsu or Ms. Green if you have any questions regarding stats. We will be kicking around the idea of maybe tweaking the protocol. Mr. Shimotsu would appreciate your ideas about stats.

Mr. Kalunian stressed that the Head Deputies need to look at the information and data being sent before it is sent. That is the head deputy's responsibility and if in fact you are sending in inaccurate information that not only impacts your branch, but it impacts the entire office. For example, there was a lawyer in a branch who will remain anonymous that tried fifty seven jury trials last month. So obviously there was an error or something was entered into the wrong field. The new automated statistical information system is only as good as the information that gets put in. To the staff that enter the information it is not significant to them what they are inputting.. So it's important that you look at it before it gets sent in. .

Mr. Sarnoff indicated there will revised versions of the new stat system when glitches are discovered. He will be getting the new version out to people who need them. Please make sure that the new version gets to each and every one of your area offices.

VI. WHEELCHAIR CASES–LAURA GREEN

Ms. Green indicated most people have been accounting for the wheel chair cases sent to the downtown office. She ask that managers remember to tell their staff what to do when getting cases transferred to CSF. The word hasn't spread through the county to the lawyers who have cases that are being sent downtown. When a case comes downtown the first thing they should be doing, is discussing with their head deputy whether appropriate to send it downtown or whether it's far enough along to whether the lawyer should follow it downtown. We are not reassigning cases when it is inappropriate, Ms. Green appreciates that. Please send Ms. Green an e-mail if it is a felony immediately and let her know it's coming, what date it is on calendar, whatever information you can give. Ms. Green's e-dress is lagreen, co.la.ca.us, not lgreen.

If it is a misdemeanor case, please send to Paula Montez and then get the file into county mail as soon as possible if there is no other way. For instance, if you have somebody that is coming to downtown the next day for a meeting or you're coming downtown, it would be really helpful if you could bring it. However if you can do it, get the file downtown as soon as possible. Just a reminder, please let your staff know.

L.A. CPDA ANNUAL HOLIDAY PARTY–LESLIE STEARNS

Ms. Stearns indicated the annual Holiday Party is on December 1, 2005 and found that it does not conflict with any other events. One of the new awards (The Spirit Award) will be named after Jimmy Mc Donald who worked at the Van Nuys office and passed recently. The party will be held at the Empress Pavilion in Chinatown where parking is good and the food is plentiful and relatively inexpensive. If you have anyone in mind who you believe should receive the award, please let Ms. Stearns know via e-mail. More information on PD Net and PDQ soon.

HOLIDAY DECORATIONS–ELAINE PALAIOLOGOS

Ms. Palaiologos disseminated a memo regarding holiday decorations in County buildings which referenced a memo from the Chief Administrative Office listing the regulations for decorations, displays and exhibits in addition to the placement of decorations in County buildings. The memo also explained what types of trees, decorations, etc. were approved. Ms. Palaiologos asked that each manager discuss this information with their staff.

The next Expanded Staff meeting will be held on November 17, 2005 at CSFCJC, 19th floor at 2:00 p.m. and not November 10, 2005 which is manager training all day.